

# Comparisons of Job Characteristics

**Focus Occupation:** Receptionists and Information Clerks (43-4171)

**Associated Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 90

**Focus Occupation:** Receptionists and Information Clerks (43-4171)

**Associated Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	21.6	14.7	<<	Extensive education and/or training may be required
English Language	11.2	11.7	11.0	0	Current knowledge level may be sufficient
Customer and Personal Service	11.3	11.5	15.5	>>	Current knowledge level is likely more than sufficient
Administration and Management	8.4	8.8	5.1	<<	Extensive education and/or training may be required
Computers and Electronics	8.4	8.8	10.2	>	Current knowledge level is likely sufficient
Personnel and Human Resources	5.6	6.4	3.6	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 97

**Focus Occupation:** Receptionists and Information Clerks (43-4171)

**Associated Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Active Listening	11.0	13.6	11.2	<	A higher skill level may be required
Reading Comprehension	10.7	13.3	10.0	<<	Extensive development of skills in this area may be required
Service Orientation	7.9	12.5	11.0	<	A higher skill level may be required
Time Management	8.9	10.6	7.5	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 95			
Focus Occupation: Receptionists and Information Clerks (43-4171) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.9	11.9	<	Some improvement in abilities may be required
Oral Expression	12.4	13.5	12.6	0	Current ability level may be sufficient
Written Comprehension	11.0	13.4	9.7	<<	Extensive improvement in abilities may be required
Near Vision	11.1	13.1	9.3	<<	Extensive improvement in abilities may be required
Speech Recognition	9.9	12.8	11.2	<	Some improvement in abilities may be required
Written Expression	9.8	12.2	8.7	<<	Extensive improvement in abilities may be required
Speech Clarity	10.2	11.5	10.1	<	Some improvement in abilities may be required
Information Ordering	9.9	10.3	7.2	<<	Extensive improvement in abilities may be required
Memorization	5.6	7.5	6.1	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 76
Focus Occupation: Receptionists and Information Clerks (43-4171) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)		
Work Activities	Exclusivity of Activity	
Arrange teleconference calls	78	
Explain rules, policies or regulations	48	
Maintain records, reports, or files	5	
Schedule meetings or appointments	68	
Schedule or contract meeting facilities	80	
Use computers to enter, access or retrieve data	3	
Use oral or written communication techniques	1	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 93

**Focus Occupation: Receptionists and Information Clerks (43-4171)**

**Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)**

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Industry specific software	1
Information exchange software	1
Network applications software	1
Personal communication devices	2
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.